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Temporary Housing Assignments - Action Officer

Stephen Porter

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Reporting Structure

- Federal Coordinating Officer (FEMA)
- Chief, Direct Housing Operations (DHOPs-FEMA)
- ESF # 3 Team Leader (Corps)
- ESF # 3 Housing Action Officer

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Action Officer

- Deploys as part of ESF#3 management cell to disaster location and / or state JFO
- In coordination with Mission Manager (MM), meet with FEMA and state / regional / local officials as well as other ESF's to accomplish assigned missions
- Coordinate with MM on complex / sensitive issues to ensure FEMA / state expectations can be met within given time-frame
- Track ESF#3 missions "from cradle to grave"

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Action Officer

- Provides daily status updates to DHOPs & FEMA
- Liaison between FEMA and field
- Coordinates mission assignment / tasker funding request
- Prepares and coordinates closeout plan

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Responsibilities

- Provides daily status updates to DHOP
- Liaison between FEMA and field
- Coordinates mission assignment / tasker funding request
- Prepares and coordinates closeout plan

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State JFO

- FEMA JFO normally located in existing vacant building in close proximity to state capital (such as warehouse or unused discount store)
- FEMA deploys with computers, phones, office supplies and necessary cubicle materials
- FEMA / DHS computer system DOES NOT permit use of USACE or personal computers on their network
- AO will need to request a FEMA computer

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State JFO

- After meeting with TL, AO should make contact with all key players (FCO, Dep. FCO, SCO, Ops chief, Planning chief, IA / DHOPS chief, Logistics chief, OGC, PA, & congressional)
- Coordinate with supporting district / division as necessary
- If possible, try to locate ESF#3 office space in close proximity to FCO in order to provide accessibility as well as potential to eavesdrop in order to get a jump on potential FEMA questions / concerns

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PRT Coordination

- AO must maintain daily contact via phone / email with MM, especially if JFO is several hours away from disaster area
- AO must have names / phone numbers of all team members in case direct contact with mission specialists is necessary or MM is unavailable
- AO must have good understanding of PRT's capabilities and potential limitations in order to structure FEMA requests in a manner that can be accomplished within the desired timeframe